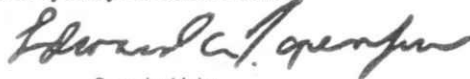|	Department of General Services
	Records Management Division

Department of General Services
Records Management Division
7275 Waterloo Road (Rte. 175)
P.O. Box 275
Jessup, Maryland 20794-0275

Joan W. Williams

Forward three (3) copies to address at left.

Court Circuit

County St. Mary's **Date** 11-28-2011 **Page** 3

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization Retention Schedule No.	Authorization Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Jury Summons & Sign In Sheets	2330	Sec. I, 6-B	3-2006 thru 9-2006	1		
	Jury Summons & Qualification Forms	2330	Sec. I, 6-B	3-2006 thru 9-2006	1		
	Jury Qualification Form	2330	Sec. I 6-B	3-2006 thru 3-2007	1		
	Jury Qualification Form-Qualified						
	Jury Qualification Form	2330	Sec. I 6-B	3-2006 thru 3-2007	1		
	Jury Qualification Form-Excused						
	Jury Qualification Form	2330	Sec. I	3-2006 thru 9-2007	1		
	Summons & Sign In Sheets						

Destruction Approved by Maryland State Archives

12/6/2011   Edward C. Papenfuse

Date   State Archivist

DGS 550-9 (rev. 8/04)

Destruction Certification

_____

Signature of Court Official   Title   Date

Instructions for Preparation and Submission on next page

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					Records Management Division					
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					P.O. Box 275					Joan W. Williams
					Jessup, Maryland 20794-0275					Forward three (3) copies to
										address at left.

Court Circuit

County St. Mary's Date 11-28-2011 Page 4

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
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Destruction Certification

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_____ _____ _____
Signature of Court Official Title Date

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